

Golden State College of Court Reporting & Captioning

Emergency Response and Evacuation Procedures

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1. PURPOSE

Golden State College (GSC) has established policy and procedures for ensuring a quick response for assisting students in the event of an emergency or natural disaster at our campus.

2. EMERGENCY PERSONNEL

Questions should be addressed to either Sandy Finch or Kelly Emerick as owners/directors of the school.

Teachers are also available for discussing possible special evacuation needs or concerns. In the event of an evacuation, staff will facilitate the orderly evacuation of their assigned rooms in the event of a fire or other emergency; insure that emergency services are notified of an emergency situation; and assist emergency services personnel as requested or required.

3. REPORTING EMERGENCIES

If you are the reporting party: **DIAL 9-1-1. Notify Emergency Services that assistance is needed.**

- Be calm. Identify yourself, location of the incident, your location and telephone number.
- Describe the incident to the Emergency Services dispatcher with as much specific detail as possible.

- Remain on the line until the dispatcher has obtained all necessary information from you and has given you instructions.
- Let the dispatcher hang up first.

4. ASSEMBLY AREA

There are two designated assembly areas at Golden State College: the NORTH PARKING LOT in front of the school main entrance, and the SOUTH PARKING LOT in the back of the school.

5. HANDICAPPED/DISABLED

Whenever there is a building evacuation, we must be aware of the potential needs of those who are disabled, either as a student, or perhaps as a visitor to the campus.

The following are guidelines concerning the care of the disabled :

- Wheelchair Bound. Consult with the individual to establish the best course of action. If it is necessary to wait for exits to clear, stay with them, or try to assign someone else to accompany them;
- Hearing Impaired/Deaf. Communicate with a short written message or speak slowly and directly to them. Use a minimum of words, and gesture them toward the nearest exit or place of safety.
- Visually Impaired/Blind. Offer your elbow to these persons, and guide them to a safe area. Make sure that they are fully informed of the situation, and what they are to do.
- Permanently disabled persons should prepare for emergencies ahead of time by instructing a classmate, instructor or fellow staff member on how to assist them in case of emergencies.

6. FIRE EXTINGUISHERS

There are fire extinguishers that were placed by the Dublin Fire Department and that are inspected for safety compliance annually. They are easy to reach. Students and staff are encouraged to make a mental note of the location of the fire extinguishers.

7. FIRE EVACUATION PROCEDURES

- Upon observation of a fire, move away from the area.
Close doors and/or windows if appropriate and as time permits.
- BEFORE OPENING A CLOSED DOOR, touch it first. Do not open a door that is HOT to the touch.
- Assist any handicapped or disabled persons.
- Move well away from the building when evacuating.
- There are sprinklers, and there are alarms that make a sound that cannot be confused with any other sound. Evacuate the building immediately upon hearing this alarm.
- Do not assume that alarm is connected to the Fire Department. Call 9-1-1 after leaving the building.

- Proceed to the Assembly Area. Wait for an announcement that the building is safe for reentry.

8. REPORTING VIOLENT OR CRIMINAL BEHAVIOR

If you are a witness to, or the victim of, violence or theft, DO NOT TAKE UNNECESSARY CHANCES. Once you are out of harm's way, immediately notify 9-1-1, or ask someone for assistance in doing so. Give the following information:

- Nature of the incident;
- Location of the incident;
- Description of the person(s) involved.

If you feel endangered by hate language, or sense that an explosive situation is developing, notify the School Director immediately. Do not allow a situation to escalate into violence. Discuss hypothetical situations with your classmates or co-workers, and know what warning signs to recognize.

- In all situations, remain calm;
- Do not further provoke anger by your remarks or attitude.

9. EARTHQUAKE PROCEDURES

If you are INSIDE a building at the onset of an earthquake:

- Duck under a study object, if possible, and hold onto it;
- Protect your neck and head with your arms, if no other protection is available;
- Avoid windows and other heavy objects that can shatter or fall;
- Stay under cover until the shaking stops.

If you are OUTSIDE a building at the onset of an earthquake:

- Move well away from trees, signs, buildings, electric poles and wires;
- Protect your head and neck with your arms from falling bricks, glass, plaster, and other debris as necessary.

If a major earthquake has occurred, proceed to the campus Assembly Area for further information and instruction. If the tremor was minor, and structural damage has not occurred, wait for an "all clear" from college staff to return to normal activities.

10. EMERGENCY CONTACT

In case of emergency, Golden State College has Emergency Contact information in each student's file.

Be sure to include:

- Name of Contact;

- Telephone number and complete address;
- Name of an alternate contact;
- Telephone number and complete address.

Also, if you have school-aged children, make a list that can be used to contact their schools in an emergency. Include:

- Child's name and grade;
 - School name
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Golden State College will test its emergency response and evacuation procedures on at least an annual basis with at least one test per calendar year.
